

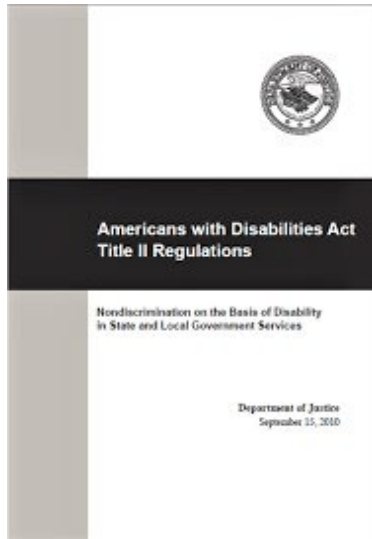
# PowerPoint Accessibility

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

# Laws & Guidelines



- Americans with Disabilities Act Title II
- Section 504 of the Rehabilitation Act of 1973
- Section 508 of the Rehabilitation Act of 1973
- Web Content Accessibility Guidelines 2.0/2.1 Level AA
- WA Office of the Chief Information Officer – WCAG 2.1



# Disability Types

## Visual

- Blind
- Low Vision
- Color Blindness

## Auditory

- Deaf
- Hard of Hearing or Hearing Loss
- Auditory Processing Disorder

## Motor

- Spinal Cord Injuries
- Multiple Sclerosis (MS), Cerebral Palsy (CP)
- Arthritis, ALS, Parkinson's Disease, etc.

## Cognitive

- Memory, Problem-Solving
- Attention deficits (ADHD), Math and Visual Comprehension deficits
- Reading, linguistic, and verbal comprehension, etc.



# Assistive Technology (AT)

- Any product or service that makes tasks easier or possible.
- Types of AT
  - Hearing AT
  - Speech Communication AT
  - Vision AT
  - Motor or Mobility AT



# Assistive Technology Videos

- How Do People with Disabilities Use Computers (1:03)
- Screenreader demo (5:20)
- Dragon NaturallySpeaking Demo (5:06)
- Magnification Software Demo (1:44)
- Keyboard Navigation Demo (1:46)



# Creating an accessible PowerPoint

Note: I will be jumping in and out of presentation mode to be able to show the various features listed below.

- Built in templates and themes
- Slide layouts
- Slide reading order
- Alternative or Alt Text
- Simple Tables
- MS Office Accessibility Checker





# Templates, Themes, Layout

- Built-in themes and downloadable templates can change the look of presentations.
  - Be cautious about contrast. Some built-in themes have low contrast which can impact how visually accessible of the slide.
- Slide Layouts
  - One of the most important part of accessible PowerPoints.
  - When used correctly, layouts ensure information on the slides have the correct heading structure and reading order.
  - Every slide requires a title. The slide title can be visually hidden.

# Templates, Themes, Layout Demonstration

- Exit out of Presentation Mode





# Slide Reading Order

- By default, screen readers will read the slide title first, followed by other content in elements defined by the slide layout. Then it will read any additional content in the order it was added.
- If adding content is required, make sure to check or change the reading order.
  - Home>Arrange>Selection Pane
  - Note: The reading order for the elements on the selection pane is *bottom to top*

# Slide Order Demonstration

- Exit out of Presentation Mode



# Demonstration Slide Reading Order

- Any product or service that makes tasks easier or possible.
- Types of AT
  - Hearing AT
  - Speech Communication AT
  - Vision AT
  - Motor or Mobility AT



# Alternative Text

- A textual substitute for non-text content.
  - Images
  - Pictures
- Screen readers announce alternative text in place of images, helping users with visual or certain cognitive disabilities perceive the content and function of the images.
- Right-click>Edit Alt Text
- Images that are decorative only and have no content, leave alt text field blank and check Mark as decorative
- DO NOT select “Generate a description for me” button



# Alt Text Example 1



Alt. Text Example 1a: youth laying on pebble beach in dramatic fashion – okay alt. text

Alt Text Example 1b: A student is laying in the rocks at the beach playing dead. He was our loudest kid in the group who didn't like to ever stop talking so I dared him to meditate in silence for five minutes when we went to the beach and apparently this is what the student thinks meditation is, LOL – better alt text





## Alt Text Example 2



Alt. Text Example 2a: 4 youth, 2 boys and 2 girls standing in front of large moose statute with Northwest Trek sign in background. – Okay alt. text

Alt Text Example 2b: All four students are standing in front of a large moose statue at NW trek. They have big smiles on their face. – Better alt text



# Tables

- Purpose: present tabular information in a grid, or matrix, and to have column or rows that show the meaning of the information in the grid.
- Strongly encouraged NOT to use Tables in PowerPoint due to accessibility difficulties.
  - Instead use bulleted lists.
  - If tables are used additional work is needed.
    - Must send PowerPoint as a Word or Rich-Text-Format (RTF) document for users needing accessibility.
    - Suggestion: Send out to all users both formats



# Converting a PowerPoint into Word/RTF Format Demonstration

- Exit out of presentation mode.
  - File>Save As
  - Under File Name click Save As Type> Choose Outline/RTF>Save As
  - Display Outline/RTF format of current PowerPoint

# Links

- PowerPoint will automatically create a link when pasting or typing a full URL onto a slide and hitting Enter or Space.
- Raw URLs may not make sense to screen reader users or others, so make link text descriptive. Avoid URLs.
- Screen readers generally inform users that a piece of text (or graphic) is a link.
  - No need to include “link” in the link text.
- Tabbing from link to link is a way of skimming content for screen readers.
  - Links should make sense out of context. Phrases such as “click here,” “more,” “click for details,” and so on are ambiguous when read out of context.



# Link Example

- Exit out of presentation mode.
- Instead of this:
  - <https://webaim.org/techniques/powerpoint/#links>
    - To change link text:
      - ❖ Right click link>edit hyperlink
    - Change Text to Display to:
      - WebAIM Introduction to PowerPoint Accessibility – Links
- If creating a presentation intended to be displayed both electronically and in print, you may want to include the URL and a description in the link text.
  - For Example, “WebAIM Introduction to PowerPoint Accessibility – Links”  
(<https://webaim.org/techniques/powerpoint/#links>)

# MS Office Accessibility Checker

- The Accessibility Checker built-in to MS office can identify many common accessibility issues.
- The checker will present accessibility:
  - errors
    - images with no alternative text,
    - Tables has no header row
  - warnings
    - unclear link text,
    - Table has merged or split cells,
  - tips
    - Check slide reading order for slides with custom content
- File>Info>Check for Issues>Check Accessibility



# Resources

[WebAIM: Articles](#)

[WebAIM: Accessible Documents: Word, PowerPoint, & Acrobat Training](#)

[Make your content accessible to everyone with the Accessibility Checker \(microsoft.com\)](#)

[Level Access: Accessible & Inclusive digital experience YouTube page](#)



# Thank you!

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